



Georgia Department of Revenue

Job Announcement: 1890574251

Division Name: ATD

Position Information Summary

Job Code:	17013	Job Name:	PS: Compliance Investigator (WL)
Position Number:	00192932	Expected Hiring Range:	\$29,399.50 to \$32,000.00
Division:	ATD	Location:	ATD-Motor Fuel TEA-21 Grant
Opening Date:	4/12/2011	Closing Date:	4/19/2011

Position Duties:

Enforces alcohol and tobacco laws and regulations, motor fuel tax, motor carrier and motor vehicle registration laws, and related work. Obtains and executes arrest and search warrants and makes investigations for distilled spirits licenses pursuant to laws and rules.
Position Status: Unclassified

Entry Qualifications:

Completion of two years of coursework (90 quarter hrs or 60 semester hours) at a college or university and one year of directly related experience (law enforcement)
Or Two years of directly related experience (law enforcement)
Or Bachelors degree in a related field (criminal justice or business)

NECESSARY LEGAL REQUIREMENTS: Incumbents in this job are by law considered to be Peace Officers and therefore, must meet the standards for this job prescribed by the Georgia Peace Officers Standards and Training Council (POST).

POSITION SPECIFIC QUALIFICATIONS: In addition to the entry qualifications listed above, only candidates with PBLE certification or one year experience conducting investigations will receive further consideration.

Candidates selected must undergo physical and psychological evaluation and are subject to a polygraph test. Must have minimum vision of 20/60 corrected to 20/40 in each eye. Candidates selected must reside within 35 miles of the county line of their assigned Regional Office or be willing to relocate to meet this requirement within 90 days following appointment. Ability to meet the terms and condition of employment with the Alcohol and Tobacco Division. Selected candidates are also subject to a mandatory pre-employment drug screening. Under the provisions of State Personnel Board Rule 9, these positions are subject to random drug screenings for continued employment.

In addition to meeting the Entry Qualifications listed here, applicants must also take and

pass the Revenue Employee Test unless they hold a Bachelor's Degree or a Gold or Platinum Work Ready Certification. The Revenue Employee Test is primarily given by the State Personnel Administration Testing Center (Floyd Building, West Tower Room 404, 2 Martin Luther King Jr. Drive, Atlanta, GA 30334). More information on arranging a test is available at <https://www.careers.ga.gov/careersTesting.asp> and 404-656-2728. More information on the Revenue Employee Test is available at <https://www.careers.ga.gov/jobsearch/jobdetail.asp?ReqNum=474-48004aa>. More information on Work Ready Certification is available at <http://gaworkready.org/>.

Preferred Qualifications:

- * One year of experience conducting investigations
- * Accountability
- * Demonstrated ability in using all job related computer applications
- * 12 months of experience as an Underage Compliance Investigator with the Alcohol and Tobacco Division
- * Must live within 35 miles of DeKalb county line or be willing to relocate to meet this requirement within 90 days of appointment
- * Ability to work independently and in a team environment
- * Bachelor's degree from a recognized four-year college or university in Criminal Justice or a closely-related field
- * Ability to meet the terms and conditions of employment with the Alcohol and Tobacco Division
- * Teamwork and Cooperation
- * Good written communication skills
- * Judgment and Decision Making
- * Two years of continuous full-time employment as a Georgia certified peace officer with a recognized governmental agency
- * Results Orientation
- * Ability to maintain confidentiality
- * Ability to ascertain facts by personal contact, observation and examination of records
- * Customer Service
- * Knowledge of Georgia laws and regulations related to alcohol and tobacco, coin-operated amusement machines, motor vehicle registration, motor fuel tax and motor carriers
- * Ability to explain and interpret pertinent provisions of laws and regulations

How to Apply:

This announcement is open to the Public
Applicants must apply at: The State Personnel Administration - www.careers.ga.gov
Applications will not be accepted after the closing date. For more information on employment and benefits with the Georgia Department of Revenue, visit our website at www.etax.dor.ga.gov. Due to the large volume of applications received by this office, only applicants selected for interview will be notified for final applicant selection. If you need an accommodation due to disability for any part of the employment process, please contact Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).